



## **PART-TIME LABORATORY TECHNICIAN**

### **Wastewater Treatment Utility**

#### **POSITION DESCRIPTION**

The Part-Time Laboratory Technician is responsible for performing routine laboratory analyses to determine wastewater quality and tests in relation to the Utility's NPDES Permit for a Class IV 9.0 MGD Activated Sludge Facility.

#### **EDUCATION**

High School Diploma or equivalent. Prefer some secondary education in chemistry and mathematics with laboratory experience and familiarity with wastewater treatment technology.

#### **TRAINING/SKILLS**

- Ability to operate laboratory instrumentation.
- Ability to generate accurate and precise analytical data.
- Computer competency, including Excel and Word.
- Basic knowledge of wastewater analysis and sample collection methods.
- Ability to understand the concepts of the laboratory's QC/QA program and implement concepts.

#### **HOURS**

Regular Part-time

20 hours per week

(Saturday and Sunday – 16 hours; 4 hour block of time during regular work week)

#### **SALARY**

Min. \$10.00/hour

Pro-rated accrued leave benefits provided.

#### **LOCATION**

Wastewater Treatment Utility

500 S. River Road

West Lafayette, Indiana

Interested candidates should submit their **application and cover letter** explaining why you are interested in part-time work.

## **JOB DESCRIPTION**

**Department:** Wastewater Treatment Utility  
**Position Title:** Part-Time Laboratory Technician  
**Reports to:** Laboratory Manager  
**Category:** Regular Part-Time/Nonexempt/Hourly  
(20 hours/week; Saturday-Sunday - 16 hours; 4 hours during regular work week)  
**Date:** April, 2015

### **Definition:**

Incumbent works under the general direction of the Laboratory Manager or other assigned supervisor. He/She performs routine laboratory analyses to determine wastewater quality. The technician performs testing in relation to the utility's NPDES Permit, process control and sludge management requirements.

### **ESSENTIAL FUNCTIONS AND DUTIES**

1. Performs routine chemical and biological analysis of municipal samples, in accordance with approved state and federal protocols, SOP's, Quality Control and Assurance Plan and Laboratory Chemical Hygiene Plan.
2. Assists with the collection of municipal samples and performs analyses to produce accurate results in a cost effective and safe manner.
3. Adheres to the Utility's safety policies.
4. Routine cleaning of glassware and disposal of samples upon completion of testing.
5. Assists the Laboratory Manager in routine housekeeping duties and inventory control.
6. Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

1. Graduation from an accredited high school or equivalent.
2. A minimum of high school level knowledge of chemistry and algebra.
3. Computer competency, including knowledge of Excel and Word.
4. Must have a valid Indiana drivers' license or the ability to obtain one within 90 days.
5. Must be able to follow laboratory technical instructions, analytical procedures and perform analyses independently.
6. The ability to operate, perform basic troubleshooting and maintenance of laboratory instrumentation.
7. Possession of valid Indiana Department of Environmental Management Class I Municipal Wastewater Operator or the ability to obtain by reciprocity or examination within two years.
8. Basic knowledge of municipal wastewater analysis and sample collection methods through experience or schooling.

9. The ability to establish and maintain effective working relationships with fellow employees, supervisors, other departments, contractors, consultants, and the public.
10. The ability to use courtesy, tact, diplomacy, and persuasiveness when coordinating with and training others.
11. The ability to understand the concepts of the laboratory's Quality Control/Quality Assurance Program and implement these concepts.

### **WORKING ENVIRONMENT**

1. Incumbent works most of the day in the laboratory environment. He/She to be mobile in a variety of monitoring/testing situations including the wastewater facility, industries and their pretreatment systems, collection systems, and groundwater and river locations. Incumbent is required to lift (20 lbs.), bend, walk, climb, crawl, and reach in order to obtain samples and maintain monitoring equipment.
2. Actions and decisions are controlled through the application of law, rules, regulations, and guidelines such as set by Indiana State Board of Health, Indiana Department of Environmental Management, Municipal codes, labor laws, and U.S. Environmental Protection Agency.
3. Incumbent will be exposed to chemical, biological, and physical hazards. Personal protective gear must be worn to prevent exposure to these hazards as dictated by the safety guidelines and rules.